

**HERTFORD COUNTY  
INTEROFFICE MEMORANDUM**

**To:** Hertford County Department Heads

**From:** Helen E. White, Staff Accountant

**Date:** June 20, 2014

**Subject:** Timesheet Schedule for FY 2014-2015

**Due By 10:00 A.M.**

**Check Date**

|                    |                    |
|--------------------|--------------------|
| July 8, 2014       | July 15, 2014      |
| July 23, 2014      | July 30, 2014      |
| August 7, 2014     | August 15, 2014    |
| August 21, 2014    | August 30, 2014    |
| September 8, 2014  | September 15, 2014 |
| September 23, 2014 | September 20, 2014 |
| October 6, 2014    | October 13, 2014   |
| October 23, 2014   | October 30, 2014   |
| November 7, 2014   | November 15, 2014  |
| November 20, 2014  | November 27, 2014  |
| December 8, 2014   | December 15, 2014  |
| December 19, 2014  | December 30, 2014  |
| January 8, 2015    | January 15, 2015   |
| January 23, 2015   | January 30, 2015   |
| February 6, 2015   | February 13, 2015  |
| February 20, 2015  | February 27, 2015  |
| March 6, 2015      | March 13, 2015     |
| March 23, 2015     | March 30, 2015     |
| April 8, 2015      | April 15, 2015     |
| April 23, 2015     | April 30, 2015 May |
| May 8, 2015        | 15, 2015           |
| May 22, 2015       | May 29, 2015       |
| June 8, 2015       | June 15, 2015      |
| June 23, 2015      | June 30, 2015      |

All payroll advices or checks may be received at 11:00 a.m.  
Should there be any change in scheduling or pick-up time of checks, I will notify you.

Thank you.